

Arbor Heights Elementary School PTA

Board Meeting Notes

August 17, 2011 6pm

Olson Residence

Present: Amanda Nokes, Christy Collins, Rosslyn Shea, Amy Christensen, John Christensen, Cori Reid, Barb Glascock, Ann Bury, Fran Annis, Lisa Olson, Ken Cobley, Meri Patton, Catherine Arnold, Dana Varon, Lucy Weber, Marianne Weber

I. Opening/Welcome: John/Rosslyn

AH PTA recognized with Gold and Platinum awards for increased membership. Will hang these awards on PTA Board.

II. Introductions (name, office, children): All

Christy introduced herself to the Board. States she goes by "Ms. Collins" at school.

III. Membership Report: Rosslyn/Amy

Discussed ways to involve Special Ed, Somali, Hispanic communities better. Collaborating with Roxhill Elementary on ways to reach Latinos. May be able to get Special Ed PTA rep to come speak. Discussed getting parent involvement from these groups in PTA. Give them specific responsibilities to help them feel included.

IV. Treasurer Report: John

Outstanding line items (robotics club, safer gym, clean playground, subscriptions, etc) to be reviewed in depth at another time. Do need to present these ideas to staff and get their feedback on how best to prioritize. Need to work out having PTA rep at staff meetings.

V. PTA Mission/Responsibilities: John/ Cori

Board discussed a few versions posted by members since last visit. Decided to keep mission statement simple and succinct. Delineated areas of focus from more lengthy version (see below). John and Cori will send out final statement by 8/19/11. Need to receive any comments from the Board by 8/26/11 so Christy will have final document by 9/1/11.

Discussed several areas that need improvement where PTA could have an impact. Decided that activities of the PTA for this year should support the following:

Areas of Focus:

1. Building Community
2. Improving communication
3. Fundraising

All agreed that we need to post Arbor Heights mission statement in prominent place in the school. Should tie in with District AGREE statement. Will plan to post PTA mission statement in our display case and communicate to teachers.

Teacher Liason (Previously Mr. Wilkie). Discussed need to clarify expectations of this role. Communication between PTA and teaching staff has been problematic in the past. Proposed communication between PTA and teachers:

1. Liasons attend each general meeting (1 primary grade rep and 1 upper grade)
2. Principal attends each general meeting
3. Twice monthly staff meetings → PTA rep discusses ongoing agenda items; action items clearly conveyed with time lines.

John will write up more official job description on same timeline as mission statement so Christy can present it at staff meeting on 9/1/11.

VI. Kindergarten Orientation: Ann/Barb

Plan to meet with parents and Kindergarten teachers. Christy will give welcome speech; teachers will give an overview. PTA presidents to provide our mission/vision. Group breaks to individual classrooms.

VII. Volunteer Report: Barb/Ann

Volunteer recruitment/recognition :

1. Brief presentation or flyer at Kindergarten Orientation
2. Flyer at the Welcome Breakfast
3. Packet of job descriptions posted
4. Outreach at the PTA BBQ – mini presentation and table with sign-up sheets
5. Recruiting on the playground
6. Parent power buttons

Primary focus for now is upcoming events such as spaghetti dinner. Can present Spring sign-ups later in the year. Planning to have volunteer meeting between BBQ and Spaghetti night to discuss fall/winter events.

Discussed ideas for volunteer recognition such as special recognition at the end of big events, volunteer of the quarter (posted in hallway), volunteer luncheon by AH staff, Golden Acorn Award.

Coordinators for big events this year:

BBQ – PTA staff

Dads and Doughnuts – John and Barb's husband

Spaghetti Dinner – Jill Sullivan and Barb
Bingo Night – Ann
Staff Appreciation – Amy
Field Day – Barb
Carnival - Dana

Bake Sales Assignments: Discussed reducing sales to 6 for this year, one each grade. Consider including special ed as part of a grade. Recognize the grade that makes the most money.

Spring Concert –1st grade
Winter Concert – 4th, Hispanic community?
Bingo Night – Kindergarten
Lit Night – 2nd grade
Math Night - 3rd grade
Book Fair - 5th grade

Grade Reps: 3-4/grade, various classes. Discussed potential roles such as leading the bake sales or taking responsibility for other events. Also could use them to coordinate an auction item from each grade level such as art piece or themed basket. Mandy assisted with art projects last year.

Need to schedule meeting with grade reps when they are identified to discuss expectations and which activities they are in charge of. Christy will provide room parent training with teachers, discussing guidelines for collecting money, food in classrooms, field trips, what teachers need, etc. Will communicate back to us what teachers need from parents as well.

Event Calendar: Reviewed events discussed last meeting with Christy. Also added Fall/Spring Cleanup, Young Authors Day, and Book Fair. Decided to open Welcome Breakfast up to all parents rather than Kindergarten/new parents only. Ken will pick up continental breakfast items such as bagels/doughnuts and coffee.

VIII. **PTA BBQ Cookout:** All

Plan to set-up at 4:45pm and start cooking by 5:00pm. Begin serving hot dogs by 5:30pm. Meeting starts at 6:30pm. Marianne and Merri will contribute canopies, and John/Fran grills. John and Ken will plan to cook. Amy will inventory the cabinet to see what we will need. John will get a shopping list to Merri and she will go to Costco. All will plan to pitch in with clean-up after the event.

Advertising: Lisa-flyer/WS blog, John-poster boards

IX. **Misc Discussions:** All

Spectrum Program: Christy has met with other principals of schools with this program, as well as parents concerned about how this will be implemented. Lafayette has most established program with full classroom of kids who qualify. AHE does not have enough to use this model so there will not be a stand-alone spectrum classroom at any grade level. As those who qualify for spectrum are to be provided instruction 1 year above grade level, will plan to break up each grade level into groups according to ability for instruction in math and literacy → “walk to math” and “walk to reading”.

Entertainment Books: Potentially good fundraiser but poor buy-in from kids/families. Entertainment rep, Stacy would like to speak to kids at an assembly to get them excited about it. Unclear whether or not there will continue to be a Monday morning meeting as a possible venue. Christy will let Mandy know. Some discussion around when to send kids home with sample books. Consider having samples available to peruse/purchase at Spaghetti Dinner night. Timeline unclear at present.